



**DEPARTMENT OF INDUSTRIAL RELATIONS  
EXAMINATION ANNOUNCEMENT FOR  
ASSOCIATE SAFETY ENGINEER  
(PRESSURE VESSELS)**

**IG35 3869 9IR08  
OPEN/STATEWIDE**



EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS

<b>WHO SHOULD APPLY</b>	Applicants who meet the minimum qualifications (entrance requirements) as stated below as of <b>the cut-off date</b> announced below.
<b>HOW TO APPLY</b>	<p>Applications for this classification will be accepted on a continuous basis and processed for examinations in reference to <b>the cut-off date</b>:</p> <ul style="list-style-type: none"><li>▪ <b>April 24, 2009</b></li></ul> <p>Applications (Form 678) are available at the Department of Industrial Relations Personnel Office/Exam Unit, 455 Golden Gate Avenue, 8<sup>th</sup> Floor in San Francisco, CA 94102. This form can be accessed from either the Department of Industrial Relations website at <a href="http://www.dir.ca.gov">www.dir.ca.gov</a> or the State Personnel Board website at <a href="http://www.spb.ca.gov">www.spb.ca.gov</a></p> <p>Qualified applicants, who submit completed applications by <b>the cut-off date</b>, will be admitted to an examination.</p>
<b>FILING INSTRUCTIONS</b>	<p>Applications (Form 678) must be addressed and mailed to the Department of Industrial Relations, Attention Examination Unit, P.O. Box 420603, San Francisco CA 94142.</p> <p>Applications must be postmarked by the United State Postal Service by <b>the cut-off date</b>. Applications postmarked after <b>the cut-off date</b> will be held pending the next announced cut-off date. Applications postmarked by a "leased" meter or personally delivered to the Personnel Office will be considered received on the day stamped by the Personnel Office.</p> <p>All applications must have an original signature. Unsigned or incomplete applications will not be accepted for the examinations.</p>
<b>SPECIAL TESTING ARRANGEMENTS</b>	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
<b>REQUIRED IDENTIFICATION</b>	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
<b>SALARY RANGE</b>	\$6898-\$8378 per month
<b>LOCATIONS OF POSITIONS</b>	Positions are located statewide with the Department of Industrial Relations, Division of Occupational Safety and Health.
<b>ELIGIBLE LIST INFORMATION</b>	A candidate may only test once in a 12 month period. A departmental open eligible list will be established for the Department of Industrial Relations (excluding the State Compensation Insurance Fund). Names of successful candidates will be merged onto the list in the order of final scores regardless of dates. Eligibility expires 12 months after it is established; candidates may then retest to reestablish eligibility.

(Continued on the reverse side)

<b>EXAMINATION INFORMATION</b>	Candidates who meet the Requirements for Admittance to the Examination (minimum qualifications) by <b>the cut-off date</b> will be scheduled for a Qualifications Appraisal Panel Interview.
<b>REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION</b>	<p>NOTE: All applicants must meet the education and/or experience requirements for this examination by <b>the cut-off date</b>.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I" or "II" or "III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p>
<b>MINIMUM QUALIFICATIONS</b>	<p style="text-align: center;"><b>Either I</b></p> <p>Two years of experience performing the duties of the class of Assistant Safety Engineer in the California state service.</p> <p style="text-align: center;"><b>Or II</b></p> <p><b>Experience:</b> Either</p> <ol style="list-style-type: none"> <li>1. Two years of safety engineering experience in pressure vessel work; <b>or</b></li> <li>2. Three years of professional pressure vessel engineering experience;</li> </ol> <p><b>and</b></p> <p><b>Education:</b> Equivalent to graduation from college with specialization in engineering. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</p>
<b>SPECIAL PERSONAL CHARACTERISTICS</b>	Willingness to undertake additional training as need is identified; willingness to live and work in an assigned area of the State; keenness of observation, tact and maturity.
<b>POSITION DESCRIPTION</b>	This is the professional journey level. An incumbent conducts safety surveys; investigates occupational safety and health complaints associated with pressure vessels and other occupational safety and health-related disciplines; investigates accidents, determines the cause and the means of preventing their recurrences; reports on seriousness of violations and makes recommendations where possible prosecution is indicated to the Division's Bureau of Investigation; interprets safety orders and consults with employee organizations, employers, and the public in the development of revisions to, or additions of safety orders. Conducts seminars and workshops for industry and consults with labor, management, employees, and other governmental agencies on how compliance with safety orders can be achieved. Reviews existing standards, regulations, and directives for comparison with proposed State standards. Participates in the preparation of documents, materials, and exhibits used in Board hearings; and may participate as a technical advisor for the Standards Board at public hearings and meetings.
<b>QUALIFICATIONS APPRAISAL INTERVIEW WEIGHTED –100%</b>	<p>The interview will include a number of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. <b>COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</b></p> <p style="text-align: center;"><b>Qualifications Appraisal Interview</b></p> <p>Scope:</p> <p>In addition to evaluating the competitor's relative abilities as rated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p>

	<p>A. Knowledge of:</p> <ol style="list-style-type: none"><li>1. General engineering principles and methods as well as those specifically applicable to pressure vessel safety engineering;</li><li>2. Principles and practices of safety engineering;</li><li>3. Operations, methods, equipment, and safety devices primarily applicable to the pressure vessel industry;</li><li>4. Safety orders of the Division of Occupational Safety and Health applicable to the pressure vessel discipline;</li><li>5. Applicable provisions of the Labor Code;</li><li>6. Accident prevention techniques;</li><li>7. Sources of information on accident prevention work;</li><li>8. Consultation techniques;</li><li>9. How to develop and present evidence in legal hearings.</li></ol> <p>B. Ability to:</p> <ol style="list-style-type: none"><li>1. Do difficult safety investigation work;</li><li>2. Detect unsafe conditions and practices;</li><li>3. Promote and conduct safety campaigns;</li><li>4. Assist in the preparation and revision of safety orders;</li><li>5. Interpret and apply the safety orders of the Division of Occupational Safety and Health and applicable provisions of the Labor Code;</li><li>6. Learn the basic principles and techniques of safety engineering in related Occupational Safety and Health disciplines;</li><li>7. Analyze situations accurately and adopt an effective course of action;</li><li>8. Address groups;</li><li>9. Speak and write effectively;</li><li>10. Prepare reports and dictate correspondence;</li><li>11. Present evidence and act as the Division representative in legal hearings.</li></ol>
<b>VETERANS PREFERENCE</b>	<b>Veterans preference credit will not</b> be granted in this examination since it does not qualify as an entrance examination under the law.

## GENERAL INFORMATION

**For an examination without a written feature, it is the candidate's responsibility** to contact the Personnel Office at 1-800-564-0771 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at State Personnel Board offices, local offices of the Employment Development Department and the Department of Industrial Relations. It can also be downloaded from either the State Personnel Board website at [www.spb.ca.gov](http://www.spb.ca.gov) or the Department of Industrial Relations website at [www.dir.ca.gov](http://www.dir.ca.gov).

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Department** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination regardless of date, must be used in the following order: 1) sub-divisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) servicewide promotional; 5) departmental open; and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated in this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** The scope of the interview is described on the other side of this bulletin under Knowledge and Abilities.

California Relay System Telephone number for the deaf and hearing impaired: 1-800-735-2929